

## Risk Assessment V4, 1.9.2021

<b>A</b>	<b>Date:</b> 31 August 2021	<b>School:</b> Abbot's Lea School	<b>Team:</b> Strategic Leadership Team (SLT)	<b>Location:</b> Beaconsfield Road, L25 6EE
	<b>Review Date:</b> 1.9.2021 and at least fortnightly thereafter	<b>Ref:</b> Covid-19	<b>Assessor:</b> Ania Hildrey	<b>Head Teacher:</b> Ania Hildrey

<b>B</b>	<b>Assessment of Risk for:</b> Protection from transmission of COVID-19 – Abbot's Lea School
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<b>C</b>	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
Ser N°				
1	COVID-19: General	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Students and staff who are symptomatic will be requested to isolate as per national guidance and requested to undertake a PCR test at the earliest opportunity.</p> <p>Leadership Team must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> <li>• New and expectant mothers</li> <li>• Extended duty of care</li> <li>• Stress</li> <li>• Individual student assessments</li> </ul> <p>Leadership Team to regularly update and inform staff re government guidance regarding COVID-19 controls required:</p> <ul style="list-style-type: none"> <li>• Gov.uk <a href="http://www.gov.uk/government/collections/guidance-for-schools-coronavirus-">www.gov.uk/government/collections/guidance-for-schools-coronavirus-</a></li> </ul>	

[covid-19](#)

- Gov.uk Public Health England <https://www.gov.uk/government/organisations/public-health-england>
- Health and Safety Executive <https://www.hse.gov.uk/>

Referring to the following guidance and publications, as applicable:

- HSE COVID19 latest information and advice
- HSE Working safely during the coronavirus guide
- Government guidance COVID-19: guidance for schools COVID-19
- Government publication COVID-19: cleaning in non-healthcare settings
- Government publication Best Practice: how to hand wash
- Government guidance for food business on Coronavirus (COVID-19)
- Government guidance COVID-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)

Due to the changing advice on COVID-19, leaders should ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.

Staff are strongly encouraged to undertake twice weekly home tests whenever they are due on site until the end of September when advice will be reviewed.

Students are strongly encouraged to undertake twice weekly home tests whenever they are due on site until the end of September when advice will be reviewed.

ALS should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to secondary aged students who are unable to test themselves at home.

There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:

- Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes

PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:

- Disposable half face mask
- Disposable gloves
- Disposable aprons

			<ul style="list-style-type: none"> <li>Where personal care is to be provided, eye protection/surgical face mask</li> </ul> <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Students regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Signage around school encouraging staff and students to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting ‘catch it, bin it, kill it’. Posters displayed in prominent areas and toilets.</p> <p>Staff kept informed via email, newsletter, online meetings, onsite meetings and training sessions etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> <li>HSE RIDDOR reporting of COVID-19</li> </ul>	
2	COVID-19; General school environment	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <p>Hand sanitizer stations located, as appropriate at:</p> <ul style="list-style-type: none"> <li>Entrances to building</li> <li>Classrooms/entrances to classrooms</li> <li>Corridors</li> <li>Staffroom</li> <li>Toilets</li> <li>Touchscreens</li> </ul>	

			<p>Face masks no longer need to be worn, however staff and/or students may wear a face mask in crowded corridors, poorly ventilated areas or areas where close contact with others is unavoidable and where the individual wishes to add to their own protection measures.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary, supporting students to move around the site in an orderly manner, maximising distance.</p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p>	
3	COVID-19: School reception and offices	<p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are requested to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>Telephones to be sanitised by wipes after use, where possible.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	
4	COVID-19: Meetings	<p>Staff</p> <p>Students</p>	<p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p>	

		<p>Visitors</p> <p>Contractors</p>	<p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Whole school meetings and training sessions (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees:</p> <ul style="list-style-type: none"> <li>• Attendees encouraged to take LFT test on the morning of the meeting prior to attending.</li> </ul> <p>If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc.</p> <p>Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p> <p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p> <p>Family group meetings:</p> <ul style="list-style-type: none"> <li>• Family group meetings to be held in as large a space as possible to allow for adequate distancing between attendees.</li> <li>• If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged.</li> <li>• School encourages the use of outdoor space for family groups where appropriate.</li> <li>• Indoor family groups numbers are restricted appropriate to room size etc.</li> </ul>	
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			Attendees encouraged to take LFT test on the morning of the family group prior to attending.	
5	COVID-19: Classrooms	Staff Students	<p>For individual and very frequently used equipment, such as pencils and pens, staff and students have their own which are not shared.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows/doors fully.</p>	
6	COVID-19: Dining hall	Staff Students	<p>Dining hall tables will be wiped down between sittings. Dining hall chairs will be wiped down between sittings, where possible.</p> <p>Dining room windows will be opened to allow natural ventilation during the sessions, with the doors opened in between the sittings, to maximise ventilation.</p>	
7	COVID-19; Cleaning	Staff Students Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Any new cleaning products brought on site in response to the current COVID-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>Classroom play equipment wiped down and cleansed at the end of the school day and between activities, where possible.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start or finish of each school day.</p> <p>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p>	

			Classrooms where a student or staff member has become symptomatic during the school day will be fogged along with other areas where the symptomatic person may have been.	
8	COVID-19; Ventilation	Staff Students Visitors Contractors	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Fans should not be used in poorly ventilated areas.</p> <p>The school will review this section after the receipt of CO2 monitors (as per the pending governmental rollout), with its associated guidance.</p>	
9	COVID-19; Students and staff who become symptomatic during the school day	Staff Students Visitors Contractors	<p>Students and Staff who become symptomatic during the school day will be isolated from the rest of the student group and their parents (students) will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice.</p> <p>If a symptomatic student is awaiting collection, appropriate PPE should be used if close contact is necessary.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic students and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.</p> <p>Staff and students with a positive LFT test result should self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result.</p> <p>If PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p>	

			<p>School should contact local authority SPOC team if they have a positive case.</p> <p>They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan.</p> <p>Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.</p>	
10	COVID-19; Outbreaks	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>School has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to a raised level of COVID cases locally.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p> <p>School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan.</p> <p>Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response</p>	

**Risk Level: High:** Accident likely with possibility of serious injury or loss  
**Medium:** Possibility of accident occurring causing minor injury or loss  
**Low:** Accident unlikely with control measures in place

<b>D</b>	<b>Controls</b> (Ser N° to correspond with Hazard Ser N°)	<b>E To be completed by the Manager</b>			
Ser N°	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>
1	LCC advice regarding the latest central government and LCC H&S advice on Covid management in schools	Advice sought from Liverpool City Council re: 2021-22 Risk Assessment	Ania Hildrey	31.8.2021	31.8.2021, 11am
2	Risk Assessment update	RA to be updated	Ania Hildrey	31.8.2021	31.8.2021, 12noon
3	Risk Assessment moderation	RA to be moderated with SLT	SLT	31.8.2021	31.8.2021, 1:30pm
4	Risk Assessment staff and TU representatives consultation	RA to be shared with all staff, incl internal TU reps for consultation	Ania Hildrey	31.8.2021	31.8.2021, by 2:30pm via email Feedback by 6pm on 1.9.2021 (no questions, concerns, suggestions or comments received by 6:30pm)
5	Risk Assessment student and families consultation	RA to be shared with the students and families	Ania Hildrey	1.9.2021	Via website and Parentmail

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**Once additional controls are implemented, what will the overall risk level be:**

*High*

**Medium**

*Low*

**Risk assessment signed off by: Ania Hildrey**

**Signature: A. Hildrey**

**Date: 1.9.2021**

*Please note an electronic signature will suffice.*